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18 MAR 1982

MEMORANDUM FOR: Director of Personnel

FROM:

Director, Foreign Broadcast Information Service

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SUBJECT:

Address to Bureau Chiefs Conference

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1. This memorandum confirms my invitation to you to speak to the FBIS Bureau Chiefs Conference.

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2. FBIS will hold its annual Bureau Chiefs Conference in Key Building during the week of 19-23 April this year. The purpose of the conference is to bring the managers of FBIS' 16 overseas bureaus up-to-date on plans and developments within FBIS and the Agency. As an important aspect of that update, I believe the bureau chiefs would find your views on Agency personnel management especially interesting and valuable. They, of course, will also be interested in progress on implementation of an overseas payscale and questions surrounding administration of foreign national personnel.

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3. I appreciate your willingness to address the bureau chiefs and a group of senior FBIS Headquarters officers. We hope that you would find it convenient to do so from 1100 to 1200 on Friday, 23 April, in the 4th Floor Conference Room in Key Building.

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